



DEFENSE INTELLIGENCE AGENCY  
WASHINGTON, D. C. 20301

ILLEGIB

7 April 1965

MINUTES OF A SPECIAL MEETING

of

DoD RECORDS MANAGEMENT OFFICERS

on

PROPOSED USIB COMMUNITY CENTRAL RECORDS STORAGE FACILITY

1. Place: Conference Room 1, 1E801, Pentagon
2. Time and Date: 1000, 2 April 1965
3. DoD Records Officers or their Representatives Present:

OSD - Mr. James S. Twitchell  
JCS - Mr. John J. Bergmann  
Army - Mr. Clayton C. Allen  
Navy - Mrs. Lorna S. Anderson  
Air - Mr. Herbert G. Geiger  
DIA - [REDACTED]

STAT

4. Others Present:

CIA -  
DIA -

STAT

Air - CWO Lloyd E. Wagner, AFNIN

5. This meeting chaired by the [REDACTED] was called to inform DoD Records Management Officers with intelligence records holdings of a proposal recently submitted to the Committee on Documentation, United States Intelligence Board concerning Intelligence Community use of space in the new Federal Records Center to be built at Suitland, Maryland. Prior to the meeting, these Records Officers were furnished a copy of CODIB-D-75/1, 1 March 1965, with an enclosed memorandum from the CIA Records Administrator, 18 Jan 65, which transmitted a 10 Nov 64 Staff Study on the USIB Records Center prepared [REDACTED]

STAT

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DIA Review Completed

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2. The Chairman briefed the group on the proposal for Intelligence Community use of space in the new Suitland Federal Records Center, explaining that it represents the next logical extension of the provisions of CODIB-D-75, 30 Jan 61, which previously had been agreed to in principle by agencies of the USIB Community. He also pointed out that insofar as DoD intelligence activities are concerned, the proposal will have a minimal effect on their operations since inactive military intelligence records for some time have been, and are now being retired to the Alexandria Federal Records Center where they are centrally grouped in the same general area and serviced by the same GSA personnel. These records are to be transferred to the Suitland Center regardless of what action is taken on the proposal since the Alexandria operation is being closed down.

STAT 3. [ ] of the DIA Architect Engineer Group showed a floor plan of the first floor of the proposed Suitland Center and gave a detailed explanation of the general technical architect/engineering features of the Center and the vault areas in particular which will be occupied by the Intelligence Records Center. He advised that bids had been received and were to be opened by GSA the day of the meeting.\* Construction would commence shortly thereafter with beneficial occupancy scheduled for 1967.

STAT 4. [ ] of the DIA Counterintelligence and Security Office then explained how the combined physical security staffs of GSA, CIA, NSA, and DIA had collaborated in incorporation of the latest and best physical security standards in plans for the new Center, which far exceeds the present security features of the Alexandria Center. It was emphasized that NSA space in the Center would be specially compartmented and controlled because of the particular sensitivity of its records. Later on in the meeting, Mr. Bergmann, JCS, emphasized that a similar compartmentation would be required for any JCS records stored at the Center.

5. Following a question and answer session generally participated in by all concerned, the Chairman ascertained that the conferees were in complete accord with the proposal and advised that he would so inform the DIA CODIB member. He requested that the other conferees whose agencies are represented on the Committee on Documentation also inform their CODIB member so that CODIB may endorse the proposal at its next meeting.

6. There being no further business, the meeting adjourned at 10:45 hrs.

STAT [ ]  
DIA Records Management Officer

\* It was subsequently learned from GSA that the low bid of \$7,200,000,00 (exclusive of shelving) has been accepted and the contract awarded.

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